



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CONSERVATION CAMP COUNSELOR SUPERVISOR

Job Number: 20001926

Job Code: 99160V130416

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 05/01/1992

Job Revised: 04/16/2013

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Seasonal Position. Trains and supervises Conservation Camp Counselors assigned to assist in the instruction of campers. Responsible for programmatic aspects of unique activities. In absence of camp director, is responsible for all aspects and resources of camp operations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four months experience as a camp counselor or school teacher or in environmental, conservation or nature programs.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides instruction for camp counselors and campers in outdoor activities including swimming, boating, archery, shooting and firearm safety, fishing and wildlife conservation. Prepares reports and other necessary documents relative to program activities. Ensures all necessary equipment is available and functional as prescribed for programmatic activities. Conducts property and supply inventories and communicates needs and findings to camp director. Addresses and helps resolve problems identified by counselors and campers. Constantly monitors conduct of counselors to assure of appropriateness around children. Learns and follows departmental rules, regulations and policies dealing with conservation education program.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works in a conservation summer camp for young people. Duties are performed in a rustic setting and most of the time are spent outside. May be called upon to work with young people attending the camp during the evening hours.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.